



ABRAHAM LINCOLN BICENTENNIAL COMMISSION

The U.S. Lincoln Bicentennial Commission—created by Congress to plan and manage the national celebration of Abraham Lincoln’s 200th birthday in February 2009—seeks a proven manager, skilled fundraiser, and excellent communicator (ideally with experience in the field of American history with a focus on the Civil War era), to serve as executive director of the Commission and manage its staff in Washington, D.C., until February 2010. The unique position involves travel to Lincoln events, national and state celebrations, and Commission meetings, and will require public appearances as well as management of the office headquartered at the Library of Congress in Washington, D.C.

Introduction

The Executive Director is hired by and responsible to the Abraham Lincoln Bicentennial Commission for providing the staff leadership to plan and implement the national celebration of the 200th anniversary of the birth of the sixteenth president; for fundraising and partnership development; and for serving as a principal liaison between the Commission and the public.

MAJOR DUTIES

1. The Executive Director provides staff leadership for planning and implementing the national celebration of the bicentennial.

Administration

The Executive Director provides extensive managerial oversight to ensure that policies established by the Commission are implemented. The Executive Director interviews and recommends the hiring of appropriate staff members, ensures that each contributes significantly in furthering the mission of the ALBC by assigning and supervising administrative responsibilities, evaluates the work of staff members, and recommends apt promotions and salary adjustments as well as necessary and suitable training programs.

More specifically:

- a. The Executive Director is responsible for creating and overseeing the implementation of the Commission’s official Strategic Plan, which includes work plans for each project and program approved by the Commission.
- b. The Executive Director creates and recommends Commission approval of annual budgets and special expenditures and works closely with the Library of Congress’s Director of Financial Services to procure necessary financial services; and with members of the ALBC to determine staffing and program needs.
- c. The Executive Director organizes and supervises the ALBC office in Washington and ensures that it operates efficiently and economically.
- d. The Executive Director works closely with Library of Congress staff to secure administrative support services necessary for the Commission’s carrying out its duties, including maintaining office space; disbursing funds (e.g., for travel) to the Commission, computing and dispersing staff compensation, securing supplies and equipment, and developing contractual agreements as needed.
- e. The Executive Director works closely with contractors to assure that human resources operations work smoothly and effectively within prescribed guidelines. The Executive Director recommends Commission approval of contractual work required for special events and projects.

2. In recognition that nearly half of the Executive Director's time will be devoted to raising money and plays the major role to fundraising and partnership development:

- a. The Executive Director, with Commission approval, is responsible for creating, for monitoring, and for reporting appropriate development strategies for funding from public appropriations, corporate and foundation grants, and individual contributions.
- b. The Executive Director serves as principal staff officer responsible for raising funds from private and public sources for Bicentennial events and programs.
- c. The Executive Director develops partnerships with federal agencies, state, local, and community groups, civic, not-for-profit and corporate organizations.

3. The Executive Director serves as principal liaison for the Commission with other public, voluntary, and private groups.

- a. The Executive Director is spokesperson for the ALBC at public, private, and media events appropriate to the mission of the Commission, and is responsible for supervising the creation and management of the national marketing/media plan for the bicentennial observances.
- b. The Executive Director encourages and works with pertinent Federal agencies to develop fitting and appropriate activities to honor the bicentennial of the birth of the 16th president.
- c. The Executive Director encourages state and local organizations to develop suitable activities to observe the bicentennial.

Salary is negotiable. Direct applications and c.v.'s to Diane Liesman, Acting Executive Director, Abraham Lincoln Bicentennial Commission, 1019 Papermill Court, Washington, D.C., 20007; by fax to 202-707-6995; or by email to dili@loc.gov.

For more information about the Lincoln Bicentennial Commission, visit www.lincoln200.gov.

Members of the Commission

Senator Richard Durbin, co-chair, Representative Ray LaHood, co-chair; Harold Holzer, co-chair; Dr. Jean T. Bandler; Dr. Darrel E. Bigham; Julie Cellini; Professor Gabor Boritt; Senator Jim Bunning; Joan L. Flinspach; Dr. James Oliver Horton; Representative Jesse L. Jackson, Jr.; Lura Lynn Ryan; Louise Taper; Hon. Tommy Turner; Hon. Frank J. Williams.